



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, California 95825

www.ca.blm.gov



November 6, 2001

In Reply Refer To:
1400-295 (P)
CA-940

Instruction Memorandum No. **CA-2002-005**

Expires: 09/30/03

To: ACO's

From: DSD, Support Services Division

Subject: Final Salary Clearance Report Procedures

The purpose of this IM is to clarify the procedures to follow before an employee separates from the California BLM. It is important that these guidelines are followed to ensure all records are closed out and BLM property is retrieved prior to an employee's separation.

Upon determining that an employee is separating, the employee's supervisor should first notify Chuck McCoy, Security Officer, in the Branch of Information Resource Management (IRM), CA-946, at (916) 978-4543. This notification will ensure that access to BLM's computer systems will be terminated for the departing employee in a timely manner. The supervisor should then obtain and insure completion of the following three forms:

1. Final Salary Clearance Report, BLM Form #1340-2. (See link below)
2. BLM ADP Access Termination Statement, CA1260-14 (Attachment 2) and,
3. Checklist for Separations (Attachment 3).

The Final Salary Clearance Report, BLM Form #1340-2 can be printed out from the following link: <http://web.ca.blm.gov/cf/Forms/Misc/1-BLM.htm>, or a hard copy can be obtained from the Human Resource Services Cookbook, and from the Personnel Contact for your area, (see contact list, Attachment 1). After receiving the report, the supervisor and employee should begin the close-out process by identifying property to be retrieved including, but not limited to, credit cards, identification cards, building passes, office keys and applicable electronic and paper records.

As soon as possible, items should be turned in to the accountable property personnel who will initial the relevant section of the report. Once the items are accounted for, the designated Support Services Official shall certify that all government property has been accounted for.

After CA-946 terminates BLM computer access, the Final Salary Clearance report should be certified by the Security Officer (or alternate), and forwarded to CA-940 for State Office employees, or directly to Denver as usual for the field office staff.

When the completed report is received by the National Business Center (NBC), Attention: Linda Davis (BC-620), the separation action will be finalized prompting payment of any lump sum payment due the employee. However, it is important to note that non-receipt of this report will not stop the payment of the employee's final salary check. Therefore, should a situation arise which possibly warrants withholding the final salary check, immediate notification should be made to Angie Dailly, Personnel Management Specialist, CA-945, at 916-978-4476, to assist in the appropriate measures to be taken.

Thank you for your involvement in this important step of the separation process. Should you have any questions regarding this memo, please contact Carmen Lewis, CASO, Division of Support Services, at 916-978-4502, or via e-mail at: Carmen.Lewis/CASO/CA/BLM/DOI.

Signed
Karen Barnette
DSD, Support Services

Authenticated
Louise Tichy
Records Management

3 Attachments:

1. State Office and Field Office Personnel Contacts (3 p)
2. CA1260-14, BLM ADP Access Termination Statement (1 p)
3. Checklist for Separations (1 p)

State & Field Office Personnel Contacts

California State Office

910 - Office of the State Director

POC - Nancy Rosson X4602

912 - External Affairs Staff

Tony Staed

POC - Judy Frye X4603

913 - Law Enforcement Staff

Roger Bruckner

POC - Chris Carter X4450

914 - EEO Staff

Terri Niven (Acting Chief)

POC - Judy Frye X4603

920 - Minerals

Richard Grabowski

POC - Stephanie Bryant X4364

930 - Resources

Tony Danna

POC - Tisa Cadway X4632

940 - Support Services

Karen Barnette

POC - Carmen Lewis X4502

Northern California

310 - Northern California Support Team (707) 468-4000 2500 North State Street

POC - Kathleen Simmons - AO (707) 468-4004 Ukiah, CA 95482-3023

fax (707) 468-4027

Janet Wages

(530) 257-0456 2950 Riverside Drive

fax (530) 251-5539 Susanville, CA 96130

(530) 257-0464 x5327

FTS (700) 448-5327

Tim Burke - FM

(530) 233-4666 708 West 12th Street

320 - Alturas Field Office

fax (530) 233-5696 Alturas, CA 96101

POC - Adele (Dolly) Enderlein

Lynda Roush - FM

(707) 825-2300 1695 Heindon Road

330 Arcata Field Office		(707) 825-2303	Arcata, CA 95521
POC - Clarence Killingsworth	fax	(707) 825-2301	

Northern California (Continued)

Richard C. Burns - FM		(707) 468-4000	2500 North State Street
340 Ukiah Field Office		(707) 468-4058	Ukiah, CA 95482
POC - Jonna Hildenbrand	fax	(707) 468-4027	

Linda Hansen - FM		(530) 257-0456	2950 Riverside Drive
350 Eagle Lake Field Office	fax	(530) 257-4831	Susanville, CA 96130
POC - Videll Retterath		(530) 257-0464 x5375	
	FTS	(700) 448-5375	

Charles Schultz - FM		(530) 224-2100	355 Hemstead Drive
360 Redding Field Office		(530) 224-2109	Redding, CA 96002
POC - Frank Velarde		(530) 224-2159	
	fax	(530) 224-2172	

Bob Hopper - FM		(530) 279-6101	PO Box 460
370 Surprise Field Office	fax	(530) 279-2171	602 Cressler Street
POC - Wynarda Erquiaga			Cedarville, CA 96104

Central California

Carol Bustos - AO - (661) 391-6018

Ron Fellows - FM		(661) 391-6114	3801 Pegasus Drive
160 Bakersfield Office		(661) 391-6034	Bakersfield, CA 93308
POC - Myna Sarzotti	fax	(661) 391-6041	

Steve Addington - FM		(760) 872-4881	781 North Main Street
170 Bishop Field Office	fax	(760) 872-2894	Suite E
POC - Kris Landers			Bishop, CA 93514

Deane Swickard - FM		(916) 985-4474	63 Natoma Street
180 Folsom Field Office	fax	(916) 985-3259	Folsom, CA 95630
POC - Mickey Hall			

Robert Beehler - FM		(831) 630-5000	20 Hamilton Court
190 Hollister Field Office		(831) 630-5016	Hollister, CA 95023
POC - Lenore Avilla-Pina	fax	(831) 630-5055	

California Desert District

Gail Laconico - AO - (909) 697-5252

Tim Salt - Dir		(909) 697-5204/5206	
	fax	(909) 697-5296	
Bruce Shaffer, Admin		(909) 697-5291	6221 Box Springs Blvd
600-640 Desert District	fax	(909) 697-5299	Riverside, CA 92507
POC - Margo Franklin	fax	(909) 697-5296	(confidential use only)
Hector Villalobos - FM		(760) 384-5410	300 South Richmond Road
650 Ridgecrest Field Office		(760) 384-5410	Ridgecrest, CA 93555
POC - Loretta Pederson	fax	(760) 384-5499	
Jim Kenna - FM		(760) 251-4800	PO Box 1260
660 Palm Springs - South Coast		(760) 251-4825	North Palm Springs, CA
		92258	
POC - Flora Paulino		(760) 251-4829	
Yong Ellis	fax	(760) 251-4899	
Gregory Thomsen - FM		(760) 337-4400	1661 South Fourth Street
670 El Centro Field Office		(760) 337-4433	El Centro, CA 92243
POC - Gilbert Fritzsche	fax	(760) 337-4490	
Timothy Read - FM	pager	(888) 823-9518	2601 Barstow Road
680 Barstow Field Office		(760) 252-6000	Barstow, CA 92242
POC - Rich Rotte		(760) 252-6010	
	fax	(760) 252-6098/6099	
Molly Brady - FM		(760) 326-7037	101 West Spikes Road
690 Needles Field Office		(760) 326-7005	Needles, CA 92363
POC - Lester John	fax	(760) 326-7099	
		(760) 326-7007	

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CALIFORNIA STATE OFFICE

BLM ADP ACCESS TERMINATION STATEMENT

NAME: _____

DIVISION: _____ BRANCH: _____

or FIELD OFFICE: _____ OFFICE CODE: _____

I am aware that by my signature below, I certify that the authorization for my access to Information Resource Systems of the Department of the Interior is terminated. I am aware of my continuing responsibility for safeguarding the knowledge of Information Resource Systems gained during my employment with the Department of the Interior.

Signature of Employee

Date

Signature of Witness

Date

Name and Title of Witness

PRIVACY ACT NOTICE: In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the Information requested on this form is authorized under Executive Order 10450. The purpose of this information is to confirm that the employee has been terminated from his/her access to Department of the Interior Information Resource Systems. Routine use of this information may be by Federal, State and local agencies when relevant to security investigations and/or violations. Refusal to provide the requested information may result in appropriate administrative action and/or unauthorized exit clearance.

NOTE: PLEASE COMPLETE THIS NOTICE AND RETURN TO
THE INSTALLATION INFORMATION TECHNOLOGY
SECURITY OFFICER (CA-946)

cc: Employee
Employee's OPF
ADP Security File

CA Form 1260-14

CHECKLIST FOR SEPARATIONS

<u>Checklist Items</u>	<u>Yes</u>	<u>No</u>	<u>User ID</u>
<u>Phone Credit Card</u>		—	_____
<u>Computer Room Access</u>	—	—	_____
<u>LR-2000</u>	—	—	_____
<u>RETARS</u>	—	—	_____
<u>Remote Lotus Notes (PPP)</u>	—	—	_____
<u>Unix, NIS or NT Access</u>	—	—	_____
<u>FPPS/FFS (RDE, Fixed Assets)</u>	—	—	_____
<u>Rehost Applications (Fleet Mgmt, Bond Surety, Master Name, Directives)</u>	—	—	_____
<u>AFMSS (Fluid Minerals)</u>	—	—	_____
<u>OTHER (specify)</u>	—	—	_____

Where are personal work files located?

Should files and email be forwarded to your supervisor?

If you are relocating to another Federal Office, should some files be forwarded to that office?
